**University of Minnesota Crookston**

**Faculty and Academic Professional Development Fund**

***Application Steps & Form***

**Professional Development Fund Application Steps**

1. Complete the Professional Development Funds Application Form to include:

1. A proposal cover sheet (template below), including a detailed budget with an estimate for both the total expenses as well as the expenses supported by the department and professional development funds.
2. A justification of support for your travel request. This proposal should indicate the value in attending the conference/workshop and its connection to your teaching, research, and/or service activities at UMC. Please attach a description of the activity (brochure, advertisement, announcement, etc.).
3. The expectation is that you would explore department funding prior to or in conjunction with faculty development funding.

2. Attach all required documents (refer to guidelines table on the next page).

3. Submit the Professional Development Funds Application and all required documentation to the Professional Development chair by the designated application review deadline:

**Application Review Deadlines: October 1, December 1, March 1, and May 1**

4. Completed applications must be received via email by the committee chair **prior to the professional development event.**

5. Expenses and receipts must be submitted through Chrome River within 45 days after the conclusion of the event.

**University of Minnesota Crookston**

**Professional Development Fund Application Form**

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| --- | --- |
| Section A: Employee Information | |
| Name: | Department: |
| Email: | Phone: |
| Date of Request: |  |

|  |  |  |
| --- | --- | --- |
| Section B: Professional Development Category (**Mark with “X”**) | | |
| Conference Presenter: | Conference Attendee: | Online Course/Webinar: |
| Workshop Presenter: | Workshop Attendee: | Faculty Research: |
| International Collaboration: | Event Organizer: | Other: |

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| Section C: Professional Development Information |
| Title of Project/Conference/Workshop/Course: |
| Sponsoring Organization: |
| Location: |
| Dates From / To: |
| Please attach a short proposal to justify the support of your professional **development/travel request**. This proposal should indicate the value in attending the conference/workshop and its connection to your teaching, research, and/or service activities at UMN Crookston (*must attach brochure, advertisement of event or other supporting documentation*): |

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| Section D: Budget Information |
| **Total Professional Development Funds requested (Max. $1,000): $ \_\_\_\_\_\_\_\_\_** |
| ***Please provide an estimated cost for all applicable line items using the spaces provided below.*** *Section E should be used to provide explanations where necessary.* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expense Type | Total  Estimated  Cost | Dept.  Funding  Requested | Other Funding  Sources  (Organization,  Grant, etc.) | Funding from  You  Personally | Pro. Dev.  Funding  Dollars  Requested |
| Airfare: | $ | $ | $ | $ | $ |
| Travel via Car: | $ | $ | $ | $ | $ |
| Lodging: | $ | $ | $ | $ | $ |
| Meals: | $ | $ | $ | $ | $ |
| Registration: | $ | $ | $ | $ | $ |
| Materials: | $ | $ | $ | $ |  |
| Taxi: | $ | $ | $ | $ |  |
| Incidentals/Misc. | $ | $ | $ | $ |  |
| Other (be specific) | $ | $ | $ | $ |  |
| Other (be specific) | $ | $ | $ | $ |  |
| **Total** | **$** | **$** | **$** | **$** | **$** |

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| --- |
| Section E: Any Additional Comments: |
|  |

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| Section F: Employee Acknowledgement |
| *I have read and agree to the terms and conditions set forth in the Professional Development Fund Application Guidelines.* |
| Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (submission of this form from your UMC email will represent your signature) |

**EXAMPLE EXAMPLE EXAMPLE**

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| --- |
| Section D: Budget Information |
| **Total Professional Development Funds requested: $ \_\_\_1,000.00\_\_\_\_\_\_\_** |
| *Please provide an estimated cost for all applicable line items using the spaces provided below. Section E should be used to provide explanations where necessary.* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Expense Type | Total  Estimated  Cost | Dept.  Funding  Requested | Other Funding  Sources  (Organization,  Grant, etc.) | Funding from  You  Personally | Pro. Dev.  Funding  Dollars  Requested |
| Airfare: | $900 | $800 | $ | $100 | $ |
| Travel via Car: | $150 | $ | $ | $ | $150 |
| Lodging: | $450 | $ | $ | $ | $450 |
| Meals: | $150 | $ | $ | $50 | $100 |
| Registration: | $300 | $ | $ | $ | $300 |
| Materials: | $50 | $ | $50 | $ |  |
| Taxi: | $ | $ | $ | $ |  |
| Incidentals/Misc. | $ | $ | $ | $ |  |
| Other (be specific) | $50 (display) | $50 | $ | $ |  |
| Other (be specific) | $ | $ | $ | $ |  |
| **Total** | **$2,050** | **$850** | **$50** | **$150** | **$1,000** |